



February 5, 2016

**LETTER OF INTERESTS FOR HOUSING
OPPORTUNITIES FOR PERSONS WITH AIDS
PROGRAM (HOPWA)**

The City of Fresno Housing and Community Development Division will be issuing Letter of Interest for Housing Opportunities for Persons with AIDS Program. If more than two local agencies are interested in supporting the HOPWA program, the City of Fresno will be issuing a formal Requests for Proposals (RFP) for the bidding purposes.

A hard-copy of the HOPWA application is available at the Housing and Community Development Division. If your organization is interested in the HOPWA program, please return the completed form to:

Letter of Interest Number HOPWA
City of Fresno
Housing and Community Development
2600 Fresno Street Room 3065
Fresno, CA 93721
Phone: (559) 621-8300
FAX: (559) 456-7831

The interest form must be received by FAX or mail to the City of Fresno Housing and Community Development Division by **4:00 pm February 29, 2016.**

If you have any questions, please contact Jose Trujillo, Housing Manager, Housing and Community Development Division at (559) 621-8166.

Organization

Individual/Contact Person

Title

Street Address/P.O. Box

City

State

Zip Code

Telephone

Fax Number

E-Mail Address

HOPWA PROGRAM INFORMATION

The City of Fresno Housing and Community Development Division has been awarded funding in the approximate amount of \$371,645 for the HOPWA Program. The HOPWA Program is funded through the U.S. Department of Housing and Urban Development. The program is designed to provide resources, incentives, and strategies to meet the various housing needs of Persons Living with HIV/AIDS (PLWH/A) who are homeless or at risk of becoming homeless. The goals of the program are to improve housing stability and access to HIV care and support for PLWH/A.

With these funds, the City of Fresno will subcontract with nonprofit organizations or local government housing agencies to provide the following programs to PLWHA:

- Tenant Based Rental Assistance (TBRA)
- Short Term Rent, Mortgage or Utility Assistance (STRMU)
- Housing Information and Referral Services
- Supportive Services – Case Management

The contract term will be from July 1, 2016 through June 30, 2017, with the option to extend one additional year. Funding is contingent on the approval of funds by the appropriating government agency. Should sufficient funds not be allocated, the contract may be modified or terminated. HOPWA is a reimbursement program; therefore, services are provided prior to reimbursement of accumulated expenditures.

ELIGIBLE ACTIVITIES

The following includes a general description of each eligible activity and does not include all program requirements. Refer to the *HOPWA Grantee Oversight Resource Guide* and the *HOPWA Rental Assistance Guidebook* listed in the resources section for more detailed guidance.

Tenant Based Rental Assistance (TBRA)

- TBRA is a rental subsidy provided to an eligible household to be used in any eligible unit chosen by the household. If the household moves, the rental subsidy remains with the household to be used in another eligible unit (similar to Shelter Plus Care or Housing Choice Voucher).
- Maximum rent subsidies, tenant rent payment calculations, and habitability standards apply to TBRA.

Short-Term Rental Mortgage Utility (STRMU)

- The purpose of STRMU is the provision of emergency subsidy or payments subject to a limited time period (no more than 21 weeks out of any 52 week period) to prevent the homelessness of a household with at least one PLWH/A.
- Rent payment and rent subsidy limitations and housing quality standard requirements *do not apply* to the STRMU program. (Note: If an assessment of the client's living situation reveals that the unit he/she occupies is substandard or unaffordable, it should be addressed in the client's housing plan.)
- Smoke detectors: client must self-certify that their housing unit has a working smoke detector or a home visit must be made to determine whether the unit has an operating smoke detector.
- Lead-based paint requirements apply when:
 - The unit to be assisted was constructed before 1978;
 - Residents will include a pregnant woman or a child six years of age or younger; and
 - The rent or mortgage assistance payments will exceed 100 consecutive days.

All housing meeting the above criteria must receive a lead-based paint visual assessment before assistance may be provided. Staff must complete an online training course before they are allowed to perform assessments. This training can be found at: <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>.

- The household must currently live in rented or mortgaged housing, with written documentation verifying their tenancy.
- In accordance with *Title 24, CFR, Part 574*, STRMU assistance may be provided to eligible households for a period of 21 weeks out of any 52-week period. Agencies will track the 21 weeks using calendar days of assistance. There are 147 calendar days in a 21-week period.

Supportive Services

- All households receiving HOPWA housing assistance must be provided with appropriate supportive services. Supportive services may be funded through other resources or through linkage to other programs. HOPWA funds may also be used but should be limited.
- City of Fresno policy requires that not more than 20% of a HOPWA contractor's annual HOPWA allocation be used for supportive services (including case management). City of Fresno will allow a waiver of the 20% cap if the enhanced level of supportive services will help clients overcome barriers to stable housing (e.g., more intensive housing case management, mental health or alcohol and substance abuse treatment, consumer credit counseling, job training, etc.).

Case Management

Key housing case management duties include, but are not limited to:

- Initial comprehensive assessment of client needs and personal support systems;
- Development of a comprehensive housing plan for HOPWA clients, including affordable, stable housing, supportive services, and medical care;
- Coordination of the services required to implement the comprehensive housing plan;
- Client monitoring to assess the progress and efficacy of the comprehensive housing plan;
- Periodic re-evaluation and revision of plan as necessary;
- Client-specific advocacy; and;
- Coordination of benefits

ROLES AND RESPONSIBILITIES

The Contractor is responsible for meeting all contractual and programmatic requirements for the Housing Opportunities for Persons with AIDS (HOPWA) Program including:

Applicant Requirements:

- Establish an application-based intake process to ensure eligible HOPWA recipients and their families will be served;
- Ensure that an assessment of need and a housing plan is completed for every client receiving HOPWA housing assistance;
- Provide assistance only to households who are homeless or at risk of homelessness, where at least one household member has been diagnosed with HIV disease or AIDS, and where the household is low income as defined by HUD;
- Make available appropriate supportive services to beneficiaries in HOPWA assisted housing. The supportive services may be funded through HOPWA or any other funding resource;
- Charge no fee, except rent, to any eligible beneficiary for any housing or services provided with amounts under this program;
- Assure that all housing meets the housing quality standards set forth in HOPWA regulations; and

- Ensure that residents of rental housing assisted under the HOPWA TBRA program pay as rent, including utilities, an amount not to exceed the higher of:
 - Thirty percent (30%) of the household's adjusted monthly income (adjusted for age, medical expenses, size of household, and child care expenses); or
 - Ten percent (10%) of the family's monthly gross income; or
 - The portion of the payment that is designated to meet the household's housing costs, if the household is receiving payments for welfare assistance from a public agency.
- Establish a process to ensure the confidentiality of the beneficiaries served under this program;
- Establish client grievance and appeals procedures;
- Establish program termination policies in accordance with HOPWA regulation 24 CFR 574.310(e);
- Maintain a waiting list of applicants for housing assistance based on date and time of application;
- Ensure that services will be provided in a setting that is accessible to low-income individuals with HIV disease;
- Adopt procedures to ensure that all persons who qualify for assistance, regardless of race, color, religion, sex, age, national origin, familial status, or handicap, know of the availability of the HOPWA program, including facilities and services accessible to persons with a disability, and maintaining evidence of implementation of the procedures;
- Comply with the nondiscrimination and equal opportunity requirements set forth in 24 CFR Part 5, all Fair Housing requirements, and all applicable provisions of the Americans with Disabilities Act as well as 28 CFR part 35 and 36 regarding accommodations for persons with disabilities;
- Comply with the policies, guidelines, and requirements of 24 CFR Part 85 (codified pursuant to OMB Circular No. A-102) and OMB Circular No. A-87 with respect to acceptance and use of funds under the program by states and units of general local government, including public agencies, and Circulars Nos. A-110 and A-122 with respect to the acceptance and use of funds under the HOPWA program by private non-profit entities;
- Adhere to and comply with all applicable environmental procedures and standards as required by Subpart D-Uses of Grant Funds, Section 574.510 Environmental procedures and standards of CFR, HUD, 24 Part 574;

- Adhere to and comply with all applicable lead-based paint hazard reduction requirements set forth in CFR 24 Part 35, Subparts J, M or K, depending upon the HOPWA activities being performed;
- Comply with State and Federal Laws regarding smoke detectors in rental housing;
- Comply with federal regulations regarding participation in the Homeless Management Information System. Sub recipients targeting homeless persons and receiving HOPWA funds are required to participate;
- Comply with Federal Relocation laws in the event of tenant displacement from housing acquired or rehabilitated with HOPWA funds
- Agency must maintain sufficient cash flow to assure no disruption in services in the event of invoicing reimbursement delays;
- Agency must show legal entity status;
- Agency must demonstrate program management experience.
- Capacity and/or experience working with transitional housing or other government-regulated housing;
- Capacity and/or experience working with the HIV/AIDS community;
- Interest and intent to provide services; and
- Collect and report performance and fiscal data in accordance with HUD reporting requirements;
- Use of the HUD equal opportunity slogan or logo on all outreach materials or other information related to HOPWA expenditures;